

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

MINUTES – MONDAY November 10, 2008

Chairman Coombs and called the meeting to order at 6:07 PM in Conference Room One.

Present:

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman	X		
Raymond Grasso	X		
Richard LePore			X
Luke McEntire	X		
Carmen Pace	X		
Stuart Temple, Clerk Pro Tem	X		
Liaison Present			
Paul Montinieri, Council Liaison			X
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guests Present			
Laurel Goodgion, Library Director	X		

Today is day 544 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of October 27, 2008 Meeting – Motion by Carmen Pace second by Raymond Grasso to approve the minutes. **All but one member voted in favor (Luke McEntire abstained).**

3. Items for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. AT&T – Invoice 363-015237 - \$11,265.06 – Tim Tuell asked what this was for. Mike Turner advised this was for the remainder of the jacks that had not been installed (i.e. Public Works Conference Room where access wasn't available until after the move back). Motion made by Stuart Temple seconded by Carmen Pace to approve payment. **All members voted in favor.**
2. EnviroScience – Invoice 2779 - \$1,455.00 – Mike Turner advised this was for monitoring the removal of the tiles in the Town Manager's Complex. Everything is now done. The last thing we're waiting for is the final report which will come once they receive all the manifest back that the HAZMAT material was disposed of properly. Motion made by Raymond Grasso seconded by Carmen Pace to approve payment. **All members voted in favor.**
3. National Library Relocations – Invoice 14324 – \$1,435.00 – Motion made by Luke McEntire seconded by Raymond Grasso to approve payment. **All members voted in favor.**

B. Change Orders

1. None. Chairman Coombs advise members that there might be some change orders in the future.

C. Staff Information

1. Job Meeting Minutes – October 22 & 29, 2008 – Motion by Stuart Temple seconded by Carmen Pace to receive this as information. **All members voted in favor.**
2. Punch List – Luke McEntire asked where we stand with getting things done on this list. Chairman Coombs advised things are getting done but not in a timely fashion. Chairman Coombs is in touch with the Superintendent daily on the list. At the weekly job meeting the list is also brought up again. Most items are not

significant for operations but need to be done to close out the contract. Chairman Coombs and Mike Turner prepared the first punch list; The Architect and the Building Inspector prepared the other punch lists. Motion by Stuart Temple seconded by Raymond Grasso to receive this as information. **All members voted in favor.**

3. Completion Date Letter Dated October 27, 2008. Motion was made by Tim Tuell seconded by Stuart Temple to receive this as information. **All members voted in favor.**
- 4 Budget Update – Handed out at the meeting – Mike Turner handed out a draft report which he created based on comments at the last meeting. Prior to inputting the budget figures Mike wanted to be sure members were comfortable with the format. Line 1-19 will show budget. Lines 20 – 108 are the remaining items to be done. Mike went over the items in each of the categories. Committee members were happy with this new format. Motion was made by Stuart Temple seconded by Carmen Pace to approve this new format. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised the roof is completed but needs its final inspection. We are awaiting documentation from Greg Rose. The warrantee doesn't begin until all paper work is done. The two cracked panes of glass in the sliding door have been replaced. The carpeting still needs to be done in the north entranceway. The fan coil units have been installed in the stairwells. The system needs to be balanced. The electrician had to rewire the units as the old circuits had been taken out. Chairman Coombs advised this electrical work is not our problem it is the contractors to rectify and pay for, The Library is coming along. The shelving is just about done. The Town Plumber resealed the air handling room to cut down on leaks for better balance. The computer for balancing the heating and air cooling systems is now in place. They cannot totally eliminate the pneumatics for heating and cooling but have replaced some with electronic valves. The compressors have been replaced. We've gone from two compressors to one. The two ladders need to be installed on the roof. We are looking to take one of the old ladders and using it to get from the main roof to the low roof above the Council Chambers. The antenna hardware is here and needs to be fed thru the wall. This should occur next week. The railings have been painted. The Council Chambers needs to be at a constant temperature before work starts on the walls in that room. We found that the ten year bulbs are not all working. It appears one or two bulbs are working in each fixture. This was undetected in the past due to the amount of natural sunlight coming in thru the skylights. Electric current needs to be brought to the water cooler on the second floor of Town Hall.

E. New Business

1. None

4. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday November 24, 2008 at 6:00 PM in Conference Room One.

Prior to adjourning the meeting Chairman Coombs asked Laurel Goodgion if she had any questions. Laurel Goodgion asked where the chairs for the meeting room were. She was advised they were on line 94. She advised she is looking at the chairs the Guilford Library bought. They are under the State Contract and easy for her staff to lift. Chairman Coombs advised we are looking at the possibility of purchasing the same chairs for both areas to get a better price and provide extra chairs to one room when the other room doesn't need them. Tim

Tuell asked what the lead time was to get the chairs delivered. Mike Turner and Tony Martino couldn't remember but will get the information to members at the next meeting.

5. **Adjournment:** Motion made by Raymond Grasso seconded by Carmen Pace to adjourn. **All members voted in favor.** Meeting adjourned at 6:42 PM.

After the meeting Chairman Coombs took members interested over to the Library to show them the progress being made on the shelving.

I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovations Committee.

Stuart Temple, Clerk

Q:\Administration\Capitol Projects\Phase 2 Town Hall\Minutes\Meeting 10-27-08.doc